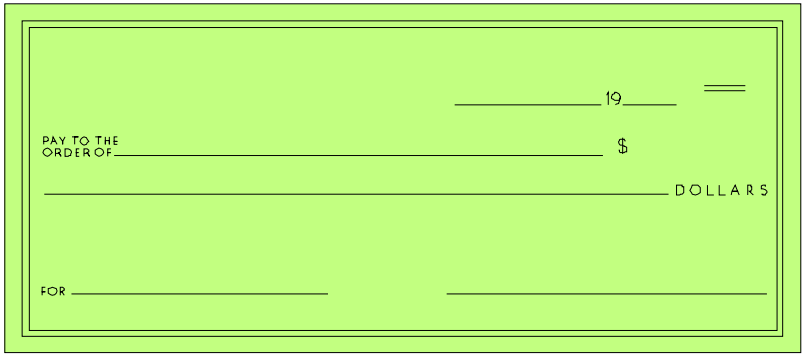
Southeast Regional Contracting Office
Government Purchase Card Program

MAKING THE PURCHASE



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OBTAIN REQUIREMENT ☑

IS THIS A BONA FIDE GOVERNMENT REQUIREMENT ?
(scan your list of general prohibitions)

ARE FUNDS AVAILABLE? BULK FUNDED?

☑

OBTAIN ALL PRE-APPROVALS

PROPERTY BOOK, INFORMATION MANAGEMENT, MEDICAL MAINTENANCE, LIBRARY

BILLING OFFICIAL

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ASK THE VENDOR????

IF THEY ACCEPT THE GOVERNMENT CARD (VISA)

IF THE ITEM IS IMMEDIATELY AVAILABLE
No backordering!!

FOR COMPLETE PRICING

FOR DELIVERY INFORMATION

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WHAT CONSTITUTES A BACKORDER?

BACKORDERING IS WHEN AN OFF-THE-SHELF PRODUCT IS NOT AVAILABLE FOR DELIVERY WITHIN 30 DAYS

If your vendor identifies on your packing list that the item is on backorder, call and determine if delivery is within 30 days of order. If yes—annotate the packing list. If no—cancel order.

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INFORM THE VENDOR ALL PURCHASES ARE TAX EXEMPT

TAX EXEMPT NUMBER – 1ST 8 DIGITS OF ACCOUNT NUMBER

TAX CERTIFICATES MAY BE OBTAINED FROM THE FOLLOWING:

http://www.fss.gsa.gov/services/gsa-smartpay/t

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INFORM THE VENDOR

DELIVER IN A SINGLE DELIVERY

DELIVER WITHIN THE BILLING CYCLE

NOT INVOICE UNTIL ITEMS ARE SHIPPED OR SERVICE PERFORMED

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OVER-THE-COUNTER PURCHASES

OBTAIN AN ITEMIZED COPY OF THE CHARGE SLIP

TELEPHONIC PURCHASES

LOG WHO TOOK YOUR ORDER

LOG WHEN YOU CONTACTED THE VENDOR

NOTE: ROTATE VENDORS—DO NOT GIVE THE IMPRESSION OF FAVORING ONE VENDOR OVER ANOTHER

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ENTER ACTION INTO LOG ☑

C.A.R.E.
MANUAL

ON DELIVERY—HAVE 3RD PERSON RECEIVE/ VERIFY RECEIPT ☑

NOT CARDHOLDER
NOT BILLING OFFICIAL

☑

RECONCILE ACTION—ENSURE YOU HAVE COMPLETE DOCUMENTATION (requestor, prior approval, other approvals, 3rd party receiver, invoice)